

## Texas Historical Commission Job Vacancy Notice

<b>Position Title:</b>	Local Government Preservation Specialist
<b>Classification Title:</b>	Program Specialist III
<b>Job Posting Number:</b>	18-58
<b>Salary:</b>	\$4,250.00-\$4,700.00/Monthly
<b>Salary Group/Class#:</b>	B19/1572
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	04/12/2018
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	1304 Colorado, Austin, Texas 78701

**JOB OBJECTIVE:** The Local Government Preservation Specialist is responsible for assisting with the review, administration, coordination and implementation of the Certified Local Government (CLG) program by providing consultative and technical assistance, public education and outreach to local governments and historic preservation commissions. Under the leadership of the CLG Coordinator, the Local Government Preservation Specialist is responsible for assisting with administration of all program guidelines, procedures, policies, rules and the evaluation of program activities in accordance with the Texas Administrative Code and in compliance with the National Park Service Historic Preservation Fund Grants Manual. The Specialist gives public presentations, lectures and workshops and develops print and online educational materials. Work with general supervision and moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Confer with local government officials and designated CLG representatives on program-related matters, identify training needs, and formally evaluate the local government participation in the program for compliance with state and federal requirements.
2. Provide consultative and technical assistance on a variety of topics relative to program areas such as design guidelines, architectural surveys and inventories, National Register nominations, planning and zoning, and local ordinances.
3. Plan, develop and provide training to local governments and the public on how to plan, implement, and monitor effective preservation programs and services.
4. Work with community and professional groups to foster support for local preservation efforts.
5. Assist in administering the CLG Grant Program in a manner consistent with state and federal requirements and that seeks to insure effective and efficient use of grant funds.
6. Prepare program related correspondence and oversee the maintenance and updating of the CLG Handbook, web-based educational materials, and application documents.
7. Pursue knowledge of preservation issues, techniques, and trends for their potential ramifications on CLG communities. Prepare and assist in the preparation of special studies, quarterly and annual reports, including reports on effectiveness of program activities.
8. Serve as representative of the agency by speaking publically and providing presentations to communities and at various conferences.
9. Adhere to established work schedule with regular attendance.
10. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

11. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited college or university with a degree in Historic Preservation, Architecture, Urban or Community Planning, or a closely related field;
- Experience and detailed understanding applying the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Master's degree in Historic Preservation, Architecture, Urban or Community Planning, or a closely related field;
- Minimum two years job-related experience working with local governments or historic preservation commissions;
- Work experience as a local Historic Preservation Officer or previous experience directly related to the CLG program at the local or state level; and
- Meets the Secretary of the Interior's qualification requirements for History, Architectural History, Architecture, or Historic Architect.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the National Register Program, Secretary of Interior's Standards and other state and federal preservation law including the federal CLG program;
- Knowledge and understanding of legal, architectural and urban planning language and concepts pertaining to the preservation of historic buildings and districts;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to establish and maintain effective working relationships with agency personnel, officials of state and local government, and the public;
- Ability to perform research, plan and organize projects;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a historic building near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel and overnight travel is often required. This position attends and sometimes presents at conferences, meetings

and workshops, requiring evening and weekend work hours. Travel typically requires driving, although some air travel is also expected.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**